EXHIBIT A

The City has determined the need to procure professional services including Preliminary Design Services, Final Design Services, and Bidding Services for the Flormann Street Water Main Replacement. Specific aspects of the project are as follows:

- Replacement of the failing 6-inch cast iron water main from Mt. Rushmore Road to 9th Street along Flormann Street.
- Replacement of the failing 6-inch cast iron water main in South Ridge Road from Flormann Street to end of cul-de-sac.
- Asphalt cement mill and overlay of South Ridge Road from Flormann Street to end of cul-de-sac.
- Replacement of the failing 6-inch cast iron, asbestos-cement and PVC water main along Flormann Street from Roosevelt Street through Apollo Court.
- Develop Kepps Reservoir concept alignment to serve residences on Palo Verde Drive and Saint Andrew Street above elevation 3450 ft-msl. In addition, develop a secondary Kepps connection to the Flormann Street area via Roosevelt Street or Hyland Drive.
- Develop nonconforming water service resolution documents for future projects along Flormann Street.

Tasks 1 through 3 presented in this Exhibit are standard items requested by the City of Rapid City. Task 4 Basic Construction Services and Task 5 Expanded Construction Services will be completed under separate agreement and/or future amendment to this contract.

TASK 1 - PRELIMINARY DESIGN SERVICES:

1.1 Kick-off Conference: The consultant shall meet with City staff to detail project concept and scope. The consultant shall prepare an agenda, take minutes, and distribute minutes.

1.2 Review background information listed in the Request for Proposal (RFP) and any other resources, as necessary.

1.3 Perform site surveys sufficient for design plan preparation. The route and topography survey shall be in NAD 83 (2011) NAVD 88 South Dakota State Plane South Zone. The horizontal and vertical coordinates shall be established from the Rapid City Primary Control Network.

1.4 Coordinate with the geotechnical engineer to complete these services and provide a geotechnical report to be included in the Project Design Report and construction specifications.

1.5 Determine locations of existing water services.
   A. Rapid City Utility Maintenance will provide locating services for all water mains.
B. Rapid City Utility Billing and Service will operate curb stops to verify individual water connections. City will be responsible for repairing broken or inoperable curb stops.

C. Engineer will coordinate schedule with Rapid City Billing and Service and be responsible for notifying property owners of temporary water shutoffs and request for entry into structures to verify shutoffs.

D. Water service to structures will be verified by Engineer following closing of the curb stop.

E. Verification will at a minimum require operating an outside hose bib valve to ensure water is shutoff by the curb stop.

F. Water services will be located by Engineer’s utility locating subcontractor using available tracer wire or by connecting to metallic water service components inside of each structures.

1.6 Develop conceptual water main layouts for future construction necessary to resolve nonconforming water services.

1.7 Meet with individual property owners regarding ROW and permanent and temporary easement needs and regarding specific project issues and components.

1.8 Private Utilities Base Plan Verification Meeting: The consultant shall send base plans to the private utilities requesting verification that their utilities are shown correctly per their records. A meeting with the private utilities shall be scheduled after submitting plans to verify that the utilities are shown correctly and to make plan revisions as needed.

1.9 Develop mill and overlay layout for South Ridge Road.

1.10 Work with City Staff to develop two conceptual alignments for a Kepps High Level system extension to Palo Verde Drive and Saint Andrew Street to serve properties above elevation 3450 ft-msl and looped back to Flormann Street along Roosevelt Avenue or Hyland Drive.

   A. Utilize City GIS Parcels, City aerial topography and most current City aerial photography to develop horizontal alignments, probable vertical alignments and probable permanent easement needs.

   B. Work with Rapid City Fire Department to determine necessary fire flows for area to be served.

   C. Develop concept level Engineer’s Opinions of Probable Construction Cost.

   D. Prepare Preliminary Design Report section outlining positives and negatives of each conceptual alignment and provide a recommended alignment. Necessary figures will be included in the report.

   E. City Staff will complete water system hydraulic modeling, if necessary.

       • FEC provided modeling and report review that was unanticipated in original contract.

1.11 Preliminary Design Submittal:

The Preliminary Design Submittal shall generally consist of the following documents:

   A. Preliminary Design Report:

Submit three (3) copies and a PDF version of the Preliminary Design Report to City of Rapid City’s project manager for review and comment. The design report shall contain, but not be limited to, the following items if the item is within the physical scope of work:
• Introduction
• Water System
  o Necessary water main calculations (does not include modeling)
  o Alternate installation discussion
  o Non-conforming Water Service Resolution
  o Kepps High-Level Service Extension
• Easement/ROW Needs
• Special Circumstances
• Design Exceptions
• Geotechnical Investigation
• Permitting
• Engineer’s Opinion of Probable Construction Costs
• Supporting Appendices

B. Preliminary Drawings:
Provide three (3) copies and a PDF version of the preliminary drawings. The preliminary drawings shall contain at a minimum the following sheets:

• Title
• Ownership
• Plan(s) and Profile(s)

1.12 Attend submittal review meeting with City staff, if necessary.
1.13 (Added) Additional project coordination due to COVID-19 restrictions and the inability to meet face-to-face with client to discuss items in more detail at one time.

TASK 2 - FINAL DESIGN SERVICES:

This task consists of all services necessary to take project from Task 1 Preliminary Design Services through the Final Design Services and may include the following itemized services.

2.1 Address City comments from the Task 1 City review. (Different communication avenues had to be utilized to develop final plans and specifications due to the COVID-19. This resulted in additional time required for completion of plans.)
2.2 Incorporate design features, as necessary, to meet the requirements outlined in the Project Design Report.
2.3 Provide project layout to include lot lines (front and side) and addresses of all properties (adjacent to construction to or directly impacted by construction).
2.4 Determine removal limits with approval of City of Rapid City representative.
2.5 Incorporate ADA compliance items. (Under normal circumstances, ADA ramp design is fairly straightforward in that the location and grades are fairly reasonable to make the ramp comply with the regulations. In this case, FEC was required to investigate multiple ramp/sidewalk alternatives to evaluate which would comply the best with
ADA regulations. FEC investigated multiple ramp configurations (curb side v. offset) with various sidewalk/retaining wall combinations to determine the best solution. Ultimately, the ramps were designed back from the stop bars in South Ridge to limit sidewalk slopes in Flormann Street to no more than the 16% existing slopes. In addition, FEC had to justify why ramps were not necessary at the Flormann/Ninth Street intersection and prepare a memorandum for the file.)

2.6 Provide a complete stormwater pollution prevention narrative and plan including detailed erosion and sediment control measures and specifications. (FEC completed the SDDENR Notice of Intent for coverage under the state General Permit for Stormwater Discharges Associated with Construction Activities. FEC paid the $100 application fees.)

2.7 Provide detailed traffic control plans showing all devices required for a MUTCD compliant plan.

2.8 Provide a Project Sequence of implementation and phasing schedule which shall include such items as traffic control, erosion and sediment control, utility installations, paving, restoration, and construction milestones.

2.9 Create a detailed list of all potential utility conflicts caused by the project. Document the resolution of each utility conflict agreed upon by each utility company. City Project Manager shall schedule the Private Utility Coordination Meeting. (Due to changes required due to COVID-19, FEC was required to change from in-person meetings to developing a method to track conflicts, notification of utilities and ultimately documenting the resolution of potential conflicts. This required additional time to develop the virtual system. FEC completed the conflict resolution and base map verification utilizing Procore and working with private utility companies to generate a 100+ page report documenting each potential conflict.)

2.10 If desiring exceptions from City requirements or specifications, it is the Consultant’s responsibility to request and secure exceptions. Exceptions granted by the City shall be tabulated in the plans.

2.11 Provide detailed specifications supplementing the City of Rapid City Standard Specifications, as necessary.

2.12 Provide complete 22”x34” plans and specifications for a unit price construction contract. Plans shall be prepared in accordance with the latest City of Rapid City Drafting Standards.

2.13 Staking information shall include station-offsets and required grades for all items of work requiring field staking.

2.14 Facilitate permanent and/or temporary construction easement acquisition, obtain property owner contact information, prepare easement and ROW exhibits as necessary, acquire copies of current deeds of properties where easements are needed, and provide all information to the City. The City will prepare necessary legal documents and complete the easement acquisition. (Initially, the City was to acquire temporary easements. Due to COVID-19, FEC negotiated and acquired the temporary construction easements necessary for the project.)

2.15 Provide two (2) copies and a PDF version of the finalized Project Design Report.

2.16 Provide three (3) copies and a PDF version of the Final Design Services submittal.
The submittal shall consist of complete plans, specifications, contract documents, and opinion of probable construction cost to the City of Rapid City’s project manager for review. The Final Design Services submittal will be made to the City when the consultant believes the plans, specifications, contract documents, and opinion of probable construction cost are 100% complete. (Due to COVID-19, FEC paid for 17 copies of large format plans made for distribution. Plans were delivered to the City.)

2.17 Address 100% submittal staff comments as necessary.

2.18 All submittals (drawings and specifications) believed by the Engineer of Record to be a final, shall contain a Certification Statement of Conformance with City Standards.

2.19 Prepare permit applications with exhibits the City will need to execute for the project. Identify permits that will be required for the Contractor. Identify permit costs and indicate if any permit costs are paid for directly by the owner or if it is a Contractor cost.

2.20 Prepare final “Engineer’s Estimate” of probable construction cost for the project. Provide in PDF and in Microsoft EXCEL format.

2.21 Provide one 22”x34” (1) copy and a PDF version of bid documents including complete plans, specifications, and Engineer’s Estimate of probable construction cost to the City’s Project Manager for City distribution. Provide base data in AutoCAD drawing file format; provide specifications in Microsoft WORD format. Provide five (5) hardcopies of the plans in 11”x17” size for use by the City.

2.22 Prior to the advertisement for bids, arrange and conduct a public open house with affected residents. The open house shall be held sufficiently ahead of the project advertisement for bids such that public comments and concerns may still be addressed within the final project documents. Notice of the open house shall be mailed to all property owners adjacent to the proposed work area(s), as well as those in the immediate area who may be directly impacted by the construction, as determined by the City. The Notice shall be mailed on City letterhead and shall bear the City Project Manager Signature. The Consultant shall tabulate the public comments and concerns and provide written recommendations for staff review regarding possible inclusion or exclusion of such requests. (Due to COVID-19, FEC developed a GIS Story Map to be hosted on the City’s Construction Project website and the Woodridge Homeowners Association website in lieu of a public meeting.)

2.23 The City will submit plans and specifications to the Department of Environment and Natural Resources for approval, and the Consultant shall address any comments or corrections required.

2.24 Attend Public Works and Council meetings as necessary.
TASK 3 – BIDDING SERVICES:

3.1 Submit sufficient information to the City of Rapid City project manager for completion of City Advertising Authority form.

3.2 Conduct a Pre-bid Conference. Record attendance and minutes. Distribute copies to all attendees. *(Due to COVID-19, FEC had additional logistics in setting up and conducting a virtual prebid meeting for the project.)*

3.3 Issue addenda to the bid documents as required.

3.4 Engineer shall review Bidder’s Proposals and review and sign the City Engineering Services prepared Bid Tab and Award Summary.

3.5 Attend Public Works Committee and Council Meetings, as required.

3.6 Engineer will prepare “As-Constructed” plans and specifications. A hard copy of “As-Constructed” plans and specifications shall be submitted to the City in the same size and format as construction plans. Additionally, the Engineer will provide PDF’s and CAD files on a CD or DVD. The digital submittal must be compatible with current AutoCAD Civil 3D release and contain all files and data packaged in a format that will allow City personnel to seamlessly open “As-Constructed” drawings. Engineer will work with the City CAD technician, in person, to demonstrate the CAD file operation and compatibility with City CAD software.

PROJECT TEAM, MEETINGS, AND SUBMITTALS

Project team members will include:

- Ferber Engineering Company, Inc.
  - American Engineering Testing, Inc. (Geotechnical Engineering)
  - Jim’s Locating Service

- City Engineering Services staff
  - Utility Maintenance Division (Service area and O&M related issues)
  - Water Division

Engineer will attend the following meetings:

- Kickoff Meeting. Task 1
- Private Utility Base Plan Verification Meeting. Task 1
- Preliminary Design Report and Preliminary Plans and Specifications submittal review meeting. Task 1
- Property owner meetings (coordination). Task 1
- Private Utility coordination meetings. Task 2
- Final Plans, Specifications and Contract Documents submittal review. Task 2
- Project Open House. Task 2
• Prebid Conference. Task 3

Submittals to be made by the Engineer include, but may not be limited to, the following:

• Kick-off meeting. Task 1 meeting minutes
• Preliminary Design Report and Preliminary Review Submittal. Task 1 including meeting minutes
• Final Project Design Report. Task 2 including meeting minutes.
• 100% complete plans, specifications, contract documents, and opinion of probable construction cost. Task 2 including meeting minutes
• Open house comments/concerns and consultant’s recommendations for inclusion or exclusion. Task 2
• Final submittal of bid documents including complete plans, specifications, contract documents, and Engineer’s Estimate of probable construction cost. Task 2
• Prebid conference meeting minutes. Task 3
• Bid Tab and award recommendation. Task 3
• As-constructed drawings. Task 3

Meeting minutes will be provided to the City within five (5) working days of the meeting of interest. The consultant will allow 10 working days for City review of the Project Design Report and Preliminary Design Services Submittal and the Final Design Services Submittal.
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<thead>
<tr>
<th>Task #</th>
<th>Description</th>
<th>Subtask Total</th>
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<tr>
<td>1.1</td>
<td>Kickoff Conference</td>
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<td>Gather/Review Background Information</td>
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<td>Topographic and Boundary Survey</td>
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<td>Determine locations of existing water services</td>
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<td>1.6</td>
<td>Conceptual Water Main Layouts for Nonconforming Water Service</td>
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<td>1.7</td>
<td>Meet with Landowners, as necessary</td>
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<td>1.8</td>
<td>Private Utility Base Plan Verification</td>
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<td>Develop Mill and Overlay for South Ridge Road</td>
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<td>Develop Kepps High Level Extension Concepts (Add'l Review)</td>
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<td>Address City Comments from Preliminary Submittal (Add'l coordination due to COVID)</td>
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<td>Incorporate Design Features to Meet PDR requirements</td>
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<td>2.3</td>
<td>Provide Project Layout with Addresses (included in other tasks)</td>
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<td>Determine Removal Limits (included in other tasks)</td>
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<td>Incorporate ADA Compliance items (Add'l Design Req'nts)</td>
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<td>Prepare Full Erosion and Sediment Control Plans (Prep and Submit NOI &amp; Fee)</td>
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<td>Private Utility Conflict Resolution</td>
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<td>Design/Specification Exception Requests (included in other tasks)</td>
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<td>Provide Complete Plans and Specifications</td>
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<td>Provide Staking Information in Plans</td>
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<td>2.14</td>
<td>Prepare Easement Exhibits and Provide Info to City. (Acquisition of Temp Easements)</td>
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<td>2.15</td>
<td>Provide Copies of Final Project Design Report</td>
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<td>Provide Copies of Final Design Service (17 copies + time)</td>
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<td>Address 100% City Staff Comments (included in other tasks)</td>
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<td>2.18</td>
<td>Plans and Specification Certification (included in other tasks)</td>
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<td>2.19</td>
<td>Prepare Permits Required for City to Obtain (included in other tasks)</td>
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<td>2.20</td>
<td>Prepare FINAL Engineer's Opinion of Probable Construction Cost</td>
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<td>Provide Copy of Bid Documents to City (included in other tasks)</td>
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<td>Public Open House (Create GIS Storymap for Project)</td>
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<td>Submit Plans and Specifications to SDDENR for Review</td>
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<td>Attend PW and Council meetings, as required (included in other tasks)</td>
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<td>Issue addenda as necessary</td>
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<td>3.4</td>
<td>Review Bidder's Proposal</td>
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<td>Attend PW and Council meetings as required</td>
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<td>Prepare &quot;As-constructed&quot; Plans</td>
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<td><strong>TASK 3 TOTAL</strong></td>
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<td><strong>CONTRACT TOTAL FOR TASKS 1 - 3</strong></td>
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Although dollar values have been provided for each task, FEC shall retain the right to reallocate monies to other tasks, subject to the maximum limiting fee shown above.